



Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

Part I –Article 31 Record (this part is publicly available)

Nr.	Item	Description
Survey on Eurojust external communication, by ICF SA		
1.	Last update of this record	
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CCU-08 (October 2021)
3.	Name and contact details of controller [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	Head of Corporate Communications Unit dp_comms@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable) [If you are jointly responsible with another EUI or another organisation, please indicate so here (e.g. two EUIs with shared medical service). If this is the case, make sure to mention in the description who is in charge of what and whom people can address for their queries.]	N/A
6.	Name and contact details of processor (where applicable) [If you use a processor (contractor) to process personal data on your behalf, please	ICF SA Official address: Avenue Marnix 17 1000 Brussels, Belgium Eurojust-survey-2021@icf.com Framework contract 17-3030-10-FWC-1

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	indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]	https://www.icf.com/company/about/data-privacy Sub-processor: Qualtrics Keizersgracht 555, 1017 DR Amsterdam, Netherlands https://www.qualtrics.com/privacy-statement
7.	Purpose of the processing [Very concise description of what you intend to achieve; if you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).]	The aim of project is to evaluate the relevance and effectiveness of Eurojust’s external communication activities. This survey is a key part of the evaluation, and collects information about targeting, messaging and communication channels related to Eurojust’s communication. Responses to the survey will be used solely for this purpose. The survey will be distributed on Eurojust social media, included in the quarterly newsletter of Eurojust and via Eurojust post holders to contacts. All survey responses will be collected in the tool ICF is using to manage the suvey, Qualtrics.
8.	Description of categories of persons whose data are processed and list of data categories [In case data categories differ between different categories of persons, please explain as well.]	Voluntary respondents to Eurojust survey on external communication The survey will ask about the following personal data: <ul style="list-style-type: none"> • Socio-demographic profiling questions (age, level of education, work history in connection to Eurojust) • Responses to the core survey questions •
9.	Time limit for keeping the data [Indicate your administrative retention period including its starting point; differentiate between categories of persons or data where needed (e.g. in selection procedures: candidates who made it onto the reserve list vs. those who did not).]	The personal data will remain in ICF’s and Qualtrics’ databases until the results of the survey have been completely analysed and used for the purpose of this survey.. The collected personal data and all information related to the survey will then be erased by ICF and Qualtrics. This is expected by end of February 2022. Eurojust will keep the aggregated results for no more than ten years, to allow for comparative analysis and follow-up.
10.	Recipients of the data [Who will have access to the data within Eurojust? Who outside Eurojust will have access? Note: no need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).]	Involved staff members of Eurojust Corporate Communications Unit will have access only to anonymized data, aggregated results. Only the project team at ICF SA will have access to survey data and results – this is stored in a secure data folder in ICF SA.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with	The collected personal data and all information related to the survey are stored on secured and protected servers of Qualtrics (the data sub-processor) located in France with

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	<p>which safeguards?</p> <p>[E.g. processor in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult DPO for more information on how to ensure safeguards.]</p>	<p>backups in Ireland.</p>
<p>12.</p>	<p>General description of security measures, where possible.</p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	<p>ICF and Qualtrics implement appropriate technical and organizational measures to ensure a level of security and confidentiality appropriate to the risk. All the information that will be collected about data subjects during the course of the survey will be kept strictly confidential.</p> <p>Read the Qualtrics security statement here: https://www.qualtrics.com/security-statement/</p>
<p>13.</p>	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p> <p>[While publishing the data protection notice is not strictly speaking part of the record, doing so increases transparency and adds no administrative burden, since it already exists.]</p>	<p>Data protection notice displayed at start of the survey. Respondents need to acknowledge the DPN text to start the survey.</p>